



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

March 27, 2009

Sharlene Coleal, Vice President of Business Services
Santa Clarita Community College District
26455 Rockwell Canyon Road
Santa Clarita, CA 91355

Dear Ms. Coleal:

RE: FINAL MONITORING VISIT REPORT for Santa Clarita Community College District aka College of the Canyons (COC) – ET07-0247

Date of the Visit:	1/28/09
Beginning/Ending Time:	8:30 a.m. – 10:30 a.m.
Date of Last Visit:	4/17/08
Visit Location:	COC campus
Persons in attendance:	Kristin Houser, Director, Employee Training Institute, COC Sherie Arnold, Employee Training Institute Specialist, COC Marissa Tolentino, ETP Contract Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	12/30/06 – 12/29/08	Agreement Amount:	\$442,205
Training Start Date:	1/8/07	No. to Retain:	585
Date Training must be Completed:	9/30/08	Range of Hours:	24 – 72 (Jobs 1-11)
Type of Trainee:	Retrainee	Weighted Ave. Hours:	N/A

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SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
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5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
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ETP (04/15/05)

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on February 28, 2007 and training began on January 8, 2007. Your staff reported that all training was completed on September 30, 2008, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement. ETP approved the following revisions to your Agreement:

1. On July 20, 2007, ETP approved Modification No. 1 to include the topic, Oracle under Computer Skills training.
2. On October 15, 2007, Modification No. 2 was approved to move trainee slots between Jobs 1, 2, 7 and 8 and create Job 12 for small business employers in a priority industry.
3. On February 1, 2008, Modification No. 3 one was approved to delete Job Numbers 7, 9 and 11 and move trainee slots between Jobs 4 and 6. In addition, the ETP Curriculum was revised to delete Small Business Entrepreneurial training and add a topic under Manufacturing Skills training.
4. Modification No. 4 was approved to move trainee slots between Jobs 24, 5 and 12.
5. Modification No. 5 was approved to add a training topic under Computer Skills training.
6. On April 9, 2008, Modification No. 6 was approved to move trainee slots between Jobs 2 and 3 and delete Job 10.
7. On July 2, 2008, Modification No. 7 was approved to move trainee slots between Jobs 1, 2, 3, 5, 6, 12.
8. On November 19, 2008, Modification No. 8 was approved to move trainee slots between Jobs 2 and 3.

Ms. Houser provided Ms. Tolentino with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 492 (94% of planned retentions) trainees for a total reimbursement of \$392,100 (89% of the encumbered amount). Since you have been paid \$388,404 to date, you will receive an additional \$3,696 if the anticipated number to retain is verified during the final fiscal closeout.

According to your project staff, ETP recordkeeping was not a problem. Ms. Houser indicated that you did not complete 100% in this Agreement due to the deteriorating business climate. Employers who were initially interested in the training program were not able to send workers for training due to reduction in staff. Several employers were also struggling to meet the ETP minimum wage requirement of \$12.90 in this Agreement. However, through ETP funds, COC's Employee Training Institute was able to develop or maintain relationships with businesses in the area which resulted to the creation of new academic programs.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Max to Retain	Enrolled	Dropped	Completed Training & Retention	Cost per Trainee	Anticipated Total Earnings
1	16	16	2	14	\$1,112.00	\$15,568.00
2	229	225	22	203	\$462.00	\$93,786.00
3	173	168	34	134	\$770.00	\$103,180.00
4	21	21	1	20	\$1,155.00	\$23,100.00
5	9	9	1	9	\$1,668.00	\$15,012.00
6	50	59	9	50	\$2,002.00	\$100,100.00
7	7	0	0	0	\$667.00	\$0.00
8	8	0	0	0	\$778.00	\$0.00
9	15	0	0	0	\$889.00	\$0.00
10	30	0	0	0	\$385.00	\$0.00
11	20	0	0	0	\$539.00	\$0.00
12	65	66	4	62	\$667.00	\$41,354.00
Totals:	525	564	73	492		\$392,100.00

ATTENDANCE ROSTERS:

Ms. Tolentino reviewed attendance records for 32 trainees (8 Job 1 trainees; 6 Job 2 trainees; 6 Job 3 trainees; 5 Job 4 trainees & 7 Job 12 trainees) billed on Invoices 12, 17, 19, 20, 30, 31 and 22 through 25.

The review of the Class/Lab Rosters revealed that the information currently required by ETP was properly documented on the sampling; the Agreement curriculum was provided as specified; and you are in compliance with the ratio of one trainer to 20 retrainees specified in the Agreement Training Plan. In addition, Rosters validated that invoices for the completion of the required hours of training for enrollment and the Total Class/lab Training hours required in this Agreement.

Your project staff were advised that these findings are based only on the training records reviewed during this Visit and represent only a sample of the training records completed to date. Further that it is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes. [Reference: Title 22 California Code of Regulations, Section 4442(b)]

INVOICES:

Ms. Tolentino advised you that the Final Invoice must be submitted within 30 days from the expiration date of the Agreement and if more time was required, you should request for an extension by writing to Kulbir Mayall, Fiscal Manager in the ETP Sacramento office. Your project staff indicated that the final invoice was sent on January 26, 2009.

AUDIT:

COC will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Ms. Tolentino at (818) 755-1311 or by email at MTolentino@etp.ca.gov within ten (10) working days from the receipt of this letter.

Sincerely,

Signature on file

Wally Aguilar, Manager
North Hollywood Regional Office

Signature on file

Marissa Tolentino, Contract Analyst
North Hollywood Regional Office

cc: Kristin Houser, COC (via e-mail)
Sherie Arnold, COC (via e-mail)
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor: 4/15/09